

CAPPS Financials — User Group Meeting Minutes

Thursday, July 29, 2021

9–11 a.m.

(Webinar Only)

I. Welcome (Anthony Martin)

- User Group meeting materials are posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov

II. Discussion Topic: IAM/TDIS Updates (Andrea Smith)

- Quite a few of the agencies in the list are only 5 (or fewer) users away from hitting the 100% completion status.
- DAs should email the CAPPS Help Line to request a list of users not yet enrolled.

III. CAPPS Governance: Biennium Nominee (Tammy Ross)

- Biennium elections are underway to fill the seats for each of the Governance Committees: Financials User Group, HR/Payroll User Group and Steering Committee.
 - Each of these committees consists of nine members who represent agencies in their designated size group:
 - Two for large-sized CAPPS Central agencies
 - Two for medium-sized CAPPS Central agencies
 - One for small-sized CAPPS Central agencies
 - One each for the hub agencies HHSC and TXDOT
 - One for all other hub agencies
 - One seat for the CAPPS Service Provider Chair
 - Governance committees and the responsibilities of committee members are available in the CAPPS Governance document (online).
- The call for nominations was extended to July 30, 2021, to give more agencies more time to respond with candidates.
 - Nominees must be submitted by an agency's CFO (or equivalent) for Financials User Group seats. Candidates for HR/Payroll User Group seats are nominated by the agency's HR director. Steering Committee seats can be nominated by either the CFO or HR Director.
 - Once the call for nominations closes, the Governance and Communications team reviews nominations and sends out surveys for final candidate selections.

IV. Production Update: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
 - Reviewed the CAPPS Financials Summary and Trend Report 07/29/2021 document.
 - In June, there were 43 high priority status tickets and 304 active SRs. There were no critical tickets.
 - As shown on the trend chart, there were 413 SRs opened and 445 closed in June.
 - There were 21 HX recycle tickets closed with only 20 remaining. This brings the tickets up to current as CAPPS is working closely with agencies for reconciliation.
- **Governance Approved Enhancements**
 - Reviewed the CAPPS Financials Governance Approved SRs 07/29/2021 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 17664 is for the *General Ledger* module and modifies tables to ignore the USAS "J" and "D" document transactions, therefore eliminating the journal issues the process previously caused. This SR is in *System Test*.

- **Required Maintenance**

- Reviewed the CAPPS Financials Required Maintenance 07/29/2021 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
 - SR 23097 is in *System Test*. The solution is to provide the mass change options for the USAS archive IN browser. User Acceptance Testing (UAT) is slated to run from Aug. 9 to Aug. 20 and Production is slated for Aug. 26.

V. Upcoming Vote: SRs Submitted to Governance (CAPPS Financials Team)

- Reviewed the CAPPS Financials SRs Submitted to Governance 07/29/2021 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
- SR 21661 is for Accounts Payable interest vouchers, the *default project ID* and the *EDIPARMS*. The *long text label* specifies the ID and values associated in the chartfield. If there is no value, note this by entering “x” in the chart. The USAS to CAPPS inbound correctly captures IDs.
- SR 21496 is for Descriptive Legal Text (DLT) comments on the *voucher inquiry* page. Currently, some users cannot access DLT comments due to lack of appropriate access. The fix makes the DLT comments link available on the *voucher inquiry* page and display similarly to the way attachments are displayed.
- SR 24294 is for disposing of mass assets. Some methods of disposing assets generated an error with an incorrect message. Implementation of this ticket code fixes this error and resolves the messaging issue. Review the FDD connected to this SR for details.
- SR 24875 is for data extract requests. The fix adds a *voucher location* to the *voucher line extract* view and a *match status* to the voucher header extract file. This attribute is located at the end of the file and only applies to agencies using data extracts. Review the FDD connected to this SR for details. Once the status is updated, layouts will be added to this ticket.

VI. Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nyguel Sanders)

- Reviewed the CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard 07/29/2021 document.
- The project is green and on track.
- The upcoming soft go-live date is Aug. 09, 2021.
- The implementation date is Sept. 01, 2021.
- Key items:
 - This project is now at 93% completion.
 - UAT was completed for deploying agencies and is officially signed-off.
 - Cutover activities are being coordinated.
 - Business Objects training is being held for deploying agencies.

VII. Discussion Topic: Fiscal Year-End Processing Updates (Adrian Respress)

- Reviewed the CAPPS Fiscal Year-End Processing document.
- Fiscal year-end Job Aids are available in each agency’s related ASP ticket and detailed information can be located on FMX. If unable to locate your agency’s ticket, CAPPS recommends opening an SR.
- Most tasks and processing take place in August.
- Asset Management users that need to find the accrual of assets may need to run the CAPPS to SPA reconciliation process.
- The CAPPS system will be down for Fiscal year-end activities from Aug. 31 at 5:00 p.m. to Sept. 3 at 8:00 a.m.

VIII. Upcoming Meetings

- Thursday, Aug. 26, 2021